

Section 19

Training Registration

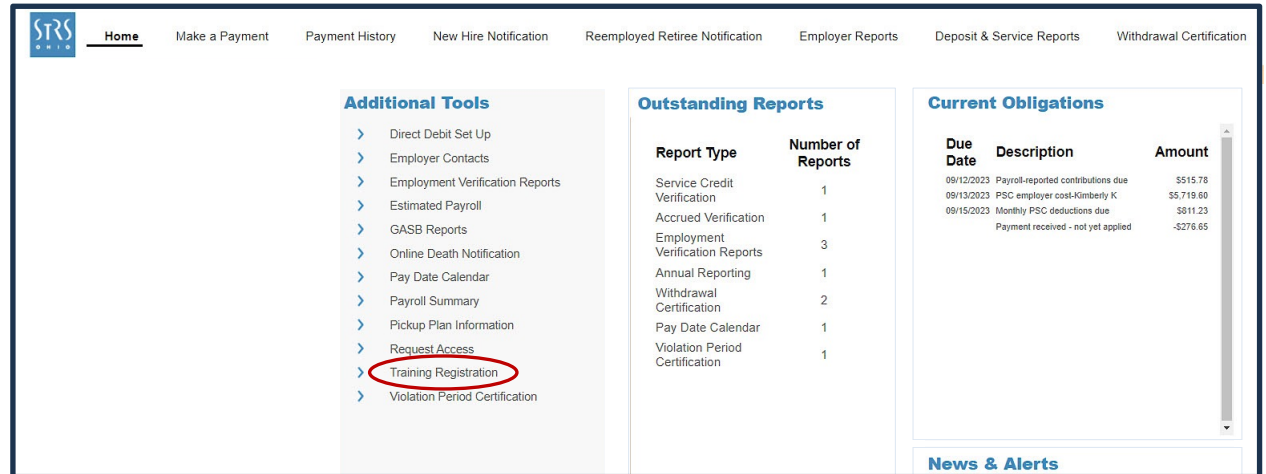
The following instructions explain how to register for employer training sessions and workshops, as well as view or cancel a registration.

How to Register

Step 1

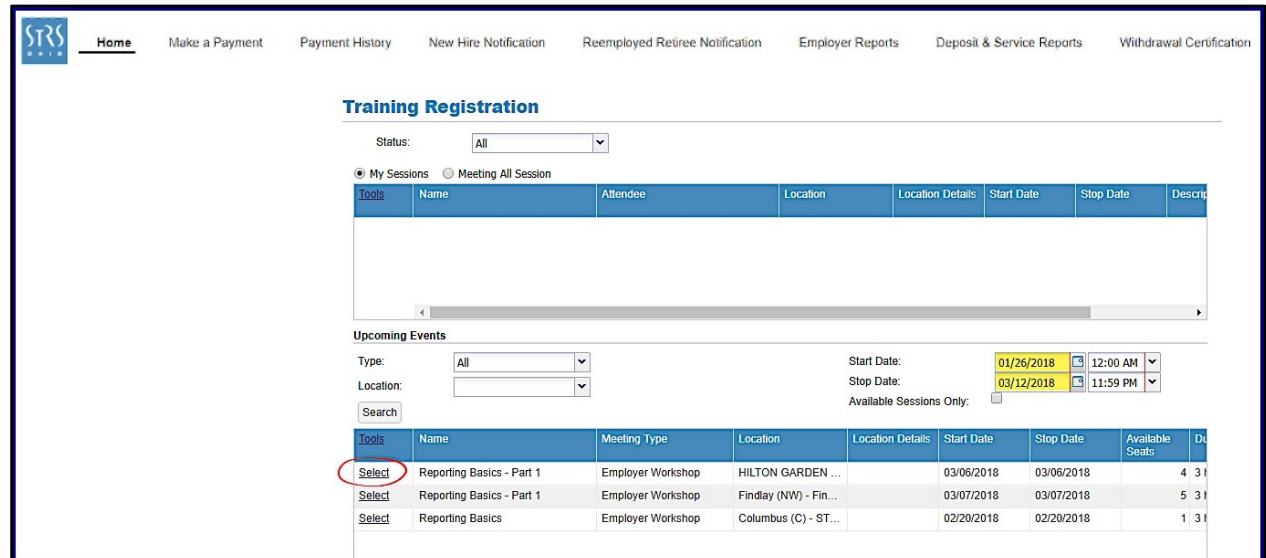
You will receive an email when registration for an education program is available.

To register, click on "Training Registration" in the Additional Tools menu on the home page.



Step 2

1. Under "Upcoming Events," enter the start and stop dates for the time period you are searching for and click "Search."
2. A list of programs will appear. Click "Select" next to the program date and location you want to attend.
3. The Seminar Participant screen shown on the next page will appear.



Step 3

1. Click on the gray "A" box.
(If program capacity is full, a blue "WL" box will appear. Click on it to be added to the waitlist.)
2. Click "Next."



Tip! The Help screen on the right side of each page provides instructions.

Step 4

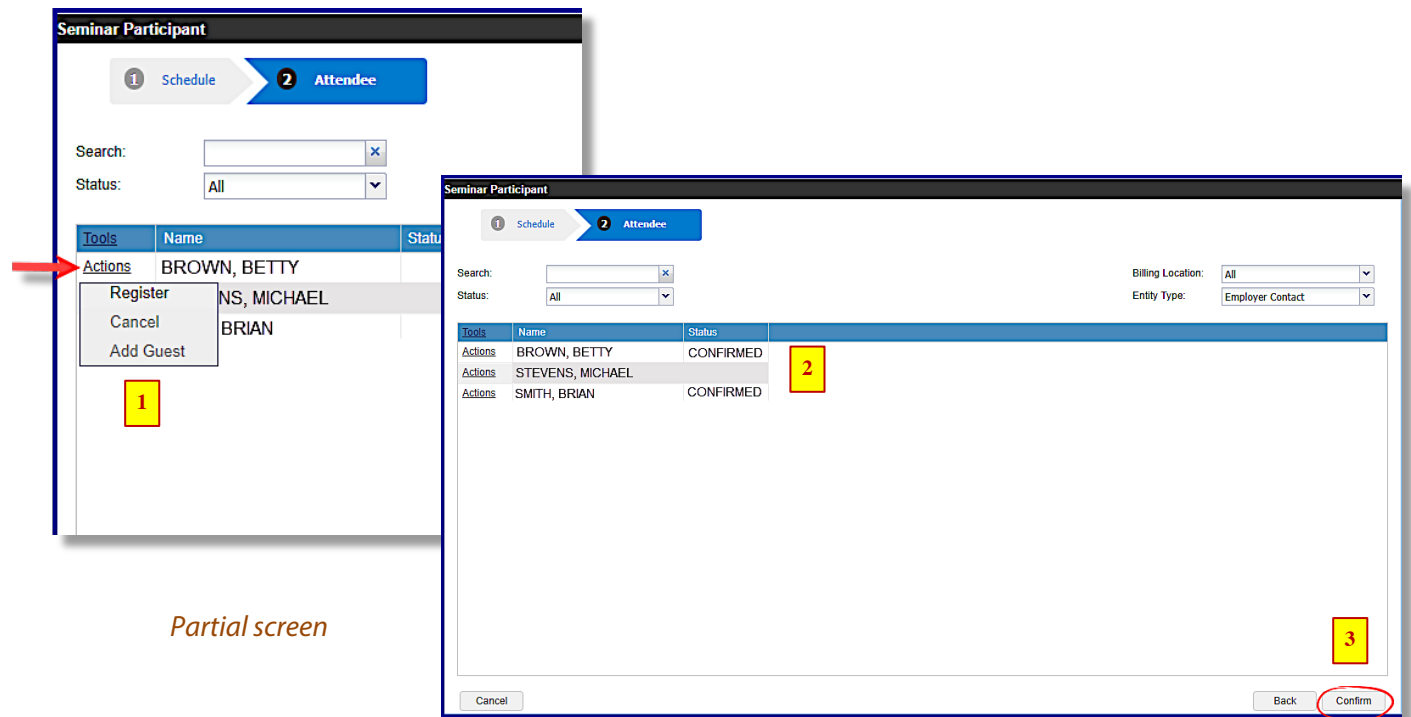
A list of employer contacts on file with STRS Ohio will appear. To register one or more attendees:

1. Click "Actions" next to the person you want to sign up and select "Register."
2. The status will change to "Confirmed" or "Waitlist" depending on space available.

Repeat to register more attendees.

3. When finished registering all attendees, click "Confirm."

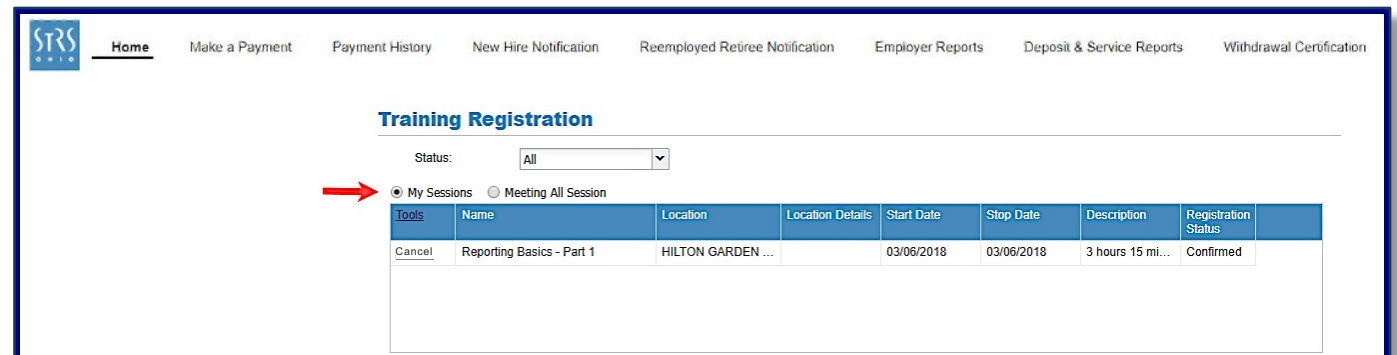
You will return to the Training Registration screen shown on the next page.



Viewing Registrations

Your Registrations Only

To view education programs you are currently registered to attend, click on **“My Sessions”** on the Training Registration screen.

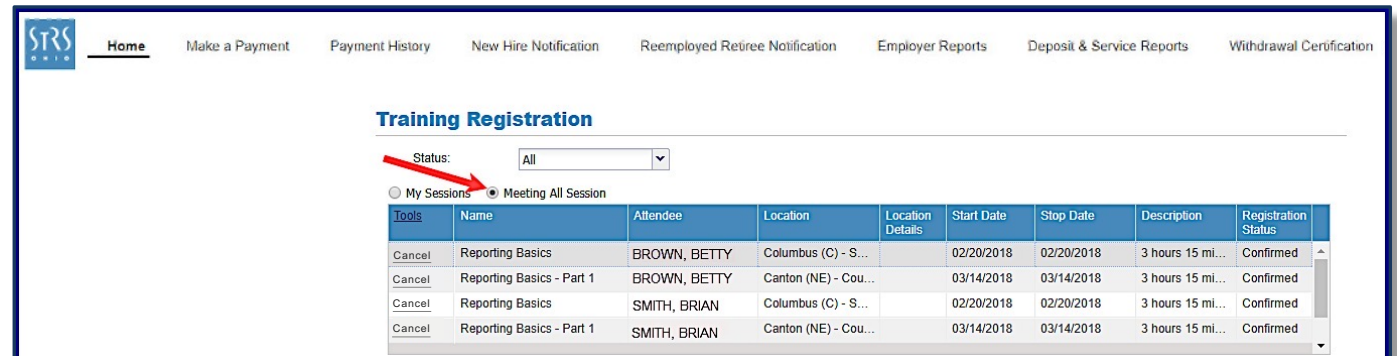


The screenshot shows the 'Training Registration' page with the 'My Sessions' radio button selected. A red arrow points to this button. The table below shows one registration entry.

Tools	Name	Location	Location Details	Start Date	Stop Date	Description	Registration Status
Cancel	Reporting Basics - Part 1	HILTON GARDEN ...		03/06/2018	03/06/2018	3 hours 15 mi...	Confirmed

Registrations for You and Other Attendees

To view education programs you or other individuals in your school are currently registered to attend, click on **“Meeting All Session”** on the Training Registration screen.



The screenshot shows the 'Training Registration' page with the 'Meeting All Session' radio button selected. A red arrow points to this button. The table below shows four registration entries.

Tools	Name	Attendee	Location	Location Details	Start Date	Stop Date	Description	Registration Status
Cancel	Reporting Basics	BROWN, BETTY	Columbus (C) - S...		02/20/2018	02/20/2018	3 hours 15 mi...	Confirmed
Cancel	Reporting Basics - Part 1	BROWN, BETTY	Canton (NE) - Cou...		03/14/2018	03/14/2018	3 hours 15 mi...	Confirmed
Cancel	Reporting Basics	SMITH, BRIAN	Columbus (C) - S...		02/20/2018	02/20/2018	3 hours 15 mi...	Confirmed
Cancel	Reporting Basics - Part 1	SMITH, BRIAN	Canton (NE) - Cou...		03/14/2018	03/14/2018	3 hours 15 mi...	Confirmed

Canceling Registrations

To cancel a registration:

1. Click "Cancel" in the Tools column next to the name of the attendee you want to cancel.
2. Click "Yes" to confirm.

The screenshot displays the STRS Training Registration page. At the top, there is a navigation menu with links: Home, Make a Payment, Payment History, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, and Withdrawal Certification. The main heading is "Training Registration". Below this, there is a "Status:" dropdown menu set to "All". There are two radio buttons: "My Sessions" (unselected) and "Meeting All Session" (selected). A table lists training sessions with columns: Tools, Name, Attendee, Location, Location Details, Start Date, Stop Date, Description, and Registration Status. A red arrow points to the "Cancel" link in the "Tools" column of the first row. Below the table is the "Upcoming Events" section, which includes filters for Type, Location, Start Date, and Stop Date, along with a "Search" button. A "Confirm" dialog box is overlaid on the table, asking "Are you sure you want to cancel the meeting?" with "Yes" and "No" buttons. A red arrow points to the "Yes" button.

Tools	Name	Attendee	Location	Location Details	Start Date	Stop Date	Description	Registration Status
Cancel	Reporting Basics	BROWN, BETTY	Columbus (C) - S...		02/20/2018	02/20/2018	3 hours 15 mi...	Confirmed
Cancel	Reporting Basics - Part 1	BROWN, BETTY	Canton (NE) - Cou...		03/14/2018	03/14/2018	3 hours 15 mi...	Confirmed
Cancel	Reporting Basics	SMITH, BRIAN	Columbus (C) - S...		02/20/2018	02/20/2018	3 hours 15 mi...	Confirmed
Cancel	Reporting Basics - Part 1	SMITH, BRIAN	Canton (NE) - Cou...		03/14/2018	03/14/2018	3 hours 15 mi...	Confirmed

Tools	Name	Meeting Type	Date	Stop Date	Available Seats	Duration
Select	Reporting Basics - Part 1	Employer W...	02/20/2018	03/06/2018	2	3 hours 15 minut...
Select	Reporting Basics - Part 1	Employer Workshop	03/07/2018	03/07/2018	5	3 hours 15 minut...
Select	Reporting Basics	Employer Workshop	02/20/2018	02/20/2018	1	3 hours 15 minut...